Help Line

Australia	+ 1-800-33-11-77
Canada	+ 1-800-665-4339
México	+ 1-800-234-1185
United States	+ 1-800-955-0959

Fellowes

Australia	+ 61-3-8336-9700
Benelux	+ 31-(0)-76-523-2090
Canada	+ 1-905-475-6320
Deutschland	+ 49-(0)-5131-49770
France	+ 33-(0)-1-30-06-86-80
Italia	+ 39-(0)-71-730041
Japan	+ 81-(0)-3-5496-2401
Korea	+ 82-2-3462-2884
Malaysia	+ 60-(0)-35122-1231
Polska	+ 48-(0)-22-771-47-40
España	+ 34-91-748-05-01
Singapore	+ 65-6221-3811
United Kingdom	+ 44-(0)-1302-836836
United States	+ 1-630-893-1600

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 Part No. 403196 REV B

THE WORLD'S TOUGHEST SHREDDERS™

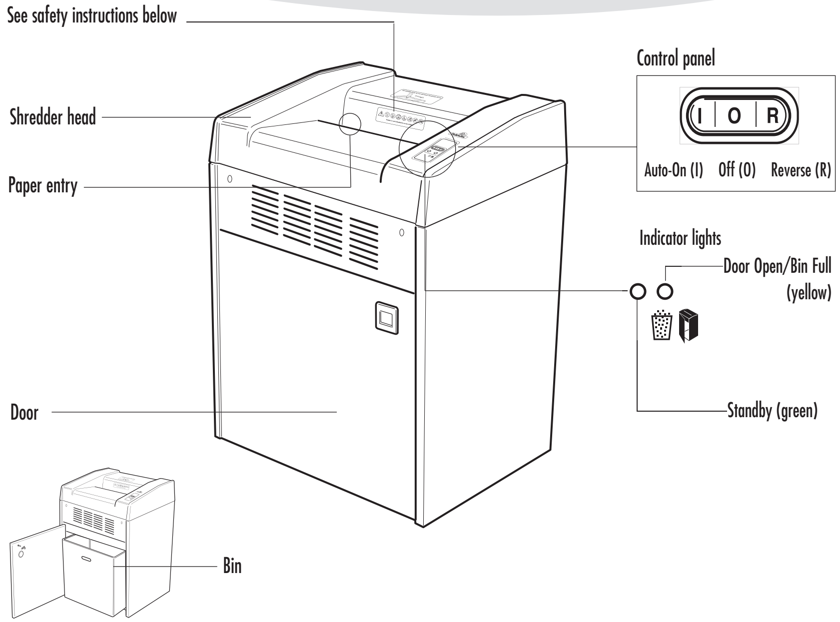


HS-400

Please read these instructions before use.

ENGLISH

Models HS-400



CAPABILITIES

Will shred: Paper

Will not shred: Adhesive labels, transparencies, newspaper, credit cards, cardboard, paper clips, staples, laminates or plastic other than noted above.

Paper shred size:

High Security Cross-Cut........................1/25″ x 3/16″ (1 x 4.7 mm)

Maximum:

Sheets per pass 4*

Sheets per day 2,500

Paper entry width...9 1/2″ (241 mm)

*20lbs., 8.5″x11″ paper at 120v, 60Hz, 2.6 Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: 2,500 sheets per day.

IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!

WARNING



- Keep away from children and pets. Keep hands away from paper entry. Always set to Off (0) or unplug when not in use.
- Keep foreign objects – gloves, jewelry, clothing, hair, etc.– away from shredder openings. If object enters top opening, switch to Reverse (R) to back out object.



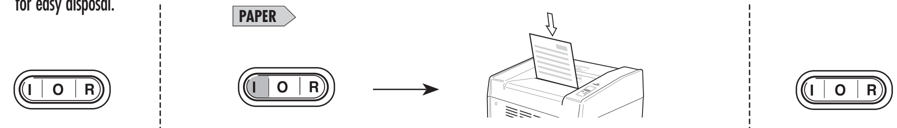
- Never use aerosol, petroleum-based or other flammable products on or near shredder. Do not use canned air on shredder.
- Do not use if damaged or defective. Do not open shredder head. Do not place near or over heat or water source.
- 4 sheets per pass to avoid jams.

CAUTION

- Avoid touching exposed blades under High Security Cross-Cut shredder head.
- Make sure shredder gets sufficient ventilation (ventilating grills must be kept free).

OPERATION

Refer to separate setup instructions for proper assembly. Disconnect Power switch must be in ON position to operate shredder. Insert waste bag (Fellowes #36052) for easy disposal.



Set to Off (0) and plug in

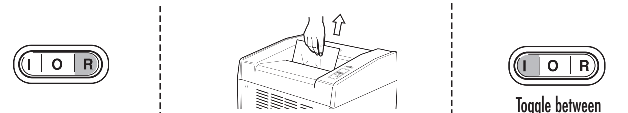
Press Auto-On (I)

Feed into paper entry and release

Set to Off (0)

TROUBLESHOOTING

Paper jam: Set to Off (0) and empty bin. Replace bin, close door, and follow any or all of the below procedures.

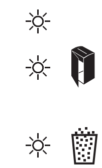


Press and hold Reverse for 1-2 seconds

Remove all uncut paper from entry

Toggle between forward and reverse for 5 seconds to clean cutters

Indicator lights:



Standby (green)

Make sure door is tightly closed (yellow)

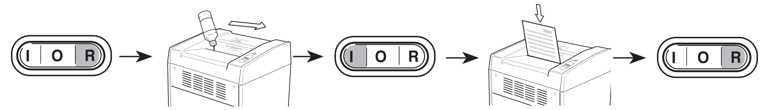
Remove and empty bin (yellow)

MAINTENANCE

Lubricate machine before starting to shred, after every 10 minutes of continous shredding, or immediately if:

- Capacity decreases
- Motor sounds different, or shredder stops running

Follow oiling procedure below and repeat twice.



Press and hold Reverse (R)

*Apply oil across entry

Press Auto-On (I)

Shred one sheet

Press and hold Reverse (R) 2-3 seconds

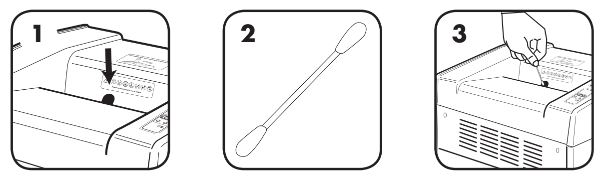
CAUTION ***Only use a non-aerosol vegetable oil in long nozzle container such as Fellowes #35250***



CLEANING AUTO-START INFRARED SENSORS

Paper detection sensors are designed for maintenance free operation. However, on rare occasions the sensors may become blocked by paper dust causing the motor to run even if there is no paper present (Note: two paper detection sensors are located in the center of the paper entry).

TO CLEAN THE SENSORS



1. Locate Auto-start infared sensor.
2. Dip cotton swab in rubbing alcohol.
3. Using cotton swab, wipe away any contamination from the paper sensors.

WARRANTY

LIMITED WARRANTY Fellowes, Inc. (“Fellowes”) warrants the cutting blades of the machine to be free from defects in material and workmanship for 5 years from the date of purchase by the original consumer. Fellowes warrants all other parts of the machine to be free of defects in material and workmanship for 2 year from the date of purchase by the original consumer. If any part is found to be defective during the warranty period, your sole and exclusive remedy will be repair or replacement, at Fellowes’ option and expense, of the defective part.

This warranty does not apply in cases of abuse, mishandling, or unauthorized repair. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE. In no event shall Fellowes be liable for any consequential or incidental damages attributable to this product.

This warranty gives you specific legal rights. The duration, terms, and conditions of this warranty are valid worldwide, except where different limitations, restrictions, or conditions may be required by local law.

For more details or to obtain service under this warranty, please contact us or your dealer.